

## Application for Compensation

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process, the user selects as many applicant records as necessary and has the option of permanently adding them as a party to the case. If there is no need for each professional applicant to be listed as an active participant on the case, the **Person record** will appear on the Party pick list ***only for this event***. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

The following are instructions regarding how to process applications filed by:

- trustees or attorneys for other professionals;
- by trustees for their own fees and expenses; and
- by attorneys for their own fees and expenses.

**Step 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

**Step 2** The **BANKRUPTCY EVENTS** screen appears (See Figure 20-1).

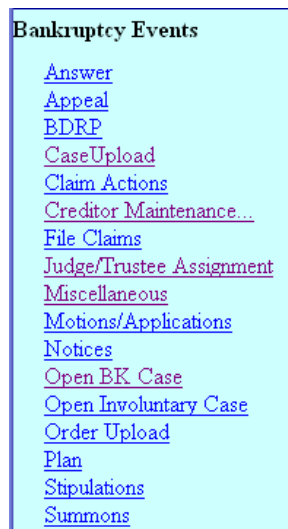
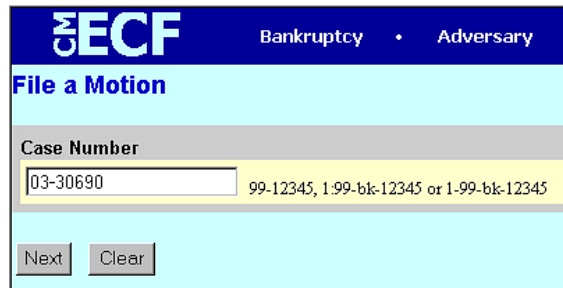


Figure 20-1

- Click the **Motions/Applications** hyperlink.

**Step 3** The **CASE NUMBER** screen appears (See Figure 20-2).

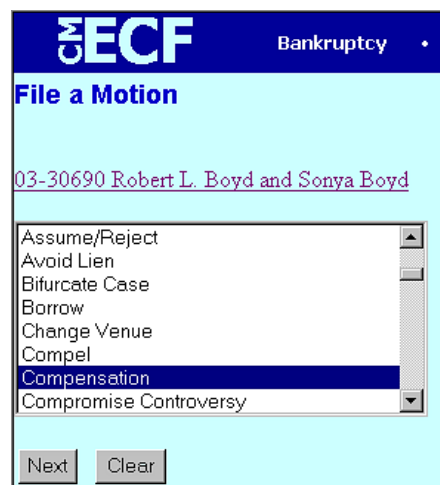
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and the text 'Bankruptcy' and 'Adversary'. Below the header, the title 'File a Motion' is displayed. The main section is a light blue box containing a 'Case Number' label, a text input field with the value '03-30690', and a hint text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of this box are two buttons: 'Next' and 'Clear'.

**Figure 20-2**

- If you have already accessed a case in this session, the number of the last case accessed will appear. If this case number is correct, click **[Next]** to continue. If you would like to file a motion in a different case, enter the case number (**yy-nnnnn**), including the hyphen.
- Click **[Next]**.

**Note:** If the invalid case number screen appears, click the browser's **[Back]** button to try again.

**Step 4** The **MOTIONS/APPLICATION SELECTION** screen appears (See Figure 20-3).

The screenshot shows the ECF 'File a Motion' screen. The title 'File a Motion' is at the top. Below it, the case number '03-30690' and the case name 'Robert L. Boyd and Sonya Boyd' are displayed. A list of motion types is shown in a scrollable box: 'Assume/Reject', 'Avoid Lien', 'Bifurcate Case', 'Borrow', 'Change Venue', 'Compel', 'Compensation', and 'Compromise Controversy'. The 'Compensation' option is highlighted in blue. At the bottom of the list box are two buttons: 'Next' and 'Clear'.

**Figure 20-3**

- Scroll down to the selection, **Compensation**.
- Highlight that selection and Click **[Next]**.

**Step 5** The **PARTY SELECTION** screen appears (See Figure 20-4).


The screenshot shows the ECF web interface. At the top is a dark blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the page title is 'File a Motion:' followed by the case number and names '03-30690 Robert L. Boyd and Sonya Boyd'. The main content area has a light blue background. It contains the instruction 'Select the Party:' above a scrollable list box. The list box contains three entries: 'Boyd, Robert L. [Debtor]', 'Boyd, Sonya [Debtor]', and 'Office of the U.S. Trustee / SF, [U.S. Trustee]'. To the right of the list box is a link that says 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 20-4

- Click **[Next]**.

**Step 6** The **CASE VERIFICATION SCREEN** appears (See Figure 20-5). If the case information on this screen is correct, click **[Next]**.

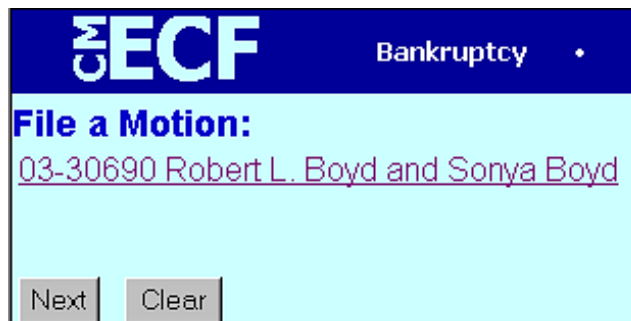
The screenshot shows the ECF web interface, similar to the previous one. The header and case information are the same. However, the 'Select the Party:' section is no longer present. Instead, there are two buttons at the bottom: 'Next' and 'Clear'.

Figure 20-5

- Step 7** The **PDF DOCUMENT SELECTION** screen appears (See Figure 20-6).

Figure 20-6

- If you do not enter a PDF document, a warning message box appears (See Figure 20-7). *The system will not allow you to proceed.*

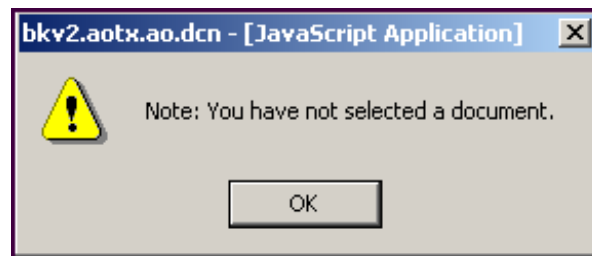


Figure 20-7

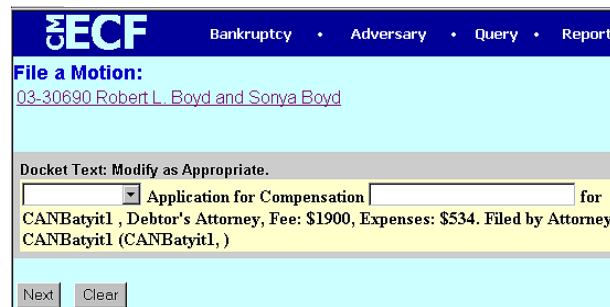
- Click **[OK]**.
- Click **[Next]**.

- Step 8** The **FEE PROCESSING** screen presents each party selected on the **Select the Party** screen (See Figure 20-8).

Figure 20-8

- A party and/or filer check box may appear for each party.
- Check the Filer box for the filer of the application.
- If the person is currently not a party to the case, the party check box appears below the **Professional Type** list. If you check this party box, the name will appear on the party pick list for this case.
- Enter a date or date range for services performed, if applicable.
- Enter the amount(s) in the **Fee and Expense** fields in dollars and cents. **Do not** enter the dollar sign (“\$”) or *commas*.

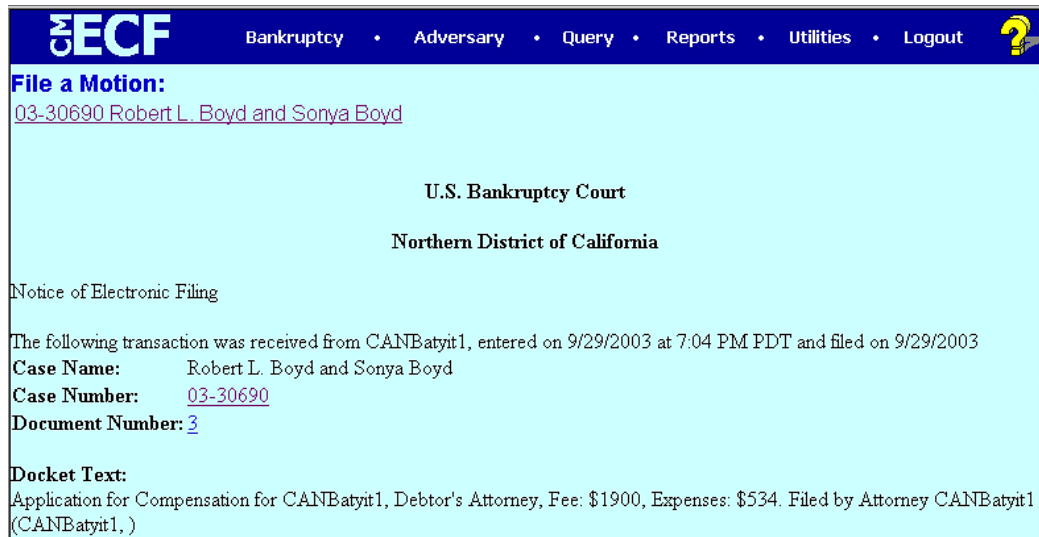
**Step 9** The **FINAL TEXT EDITING** screen appears (See **Figure 20-9**).

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the page title is "File a Motion:" followed by the case number and names: "03-30690 Robert L. Boyd and Sonya Boyd". The main content area has a light blue background. A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a downward arrow, currently showing "Application for Compensation". To the right of the dropdown is a text input field. Below these is a yellow-highlighted text area containing the text: "CANBatyt1 , Debtor's Attorney, Fee: \$1900, Expenses: \$534. Filed by Attorney CANBatyt1 (CANBatyt1, )". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 20-9**

- Verify the final docket text.
- Edit the text if applicable.
- If correct, click **[Next]**.

**Step 10**      The **NOTICE OF ELECTRONIC FILING** screen appears (See Figure 20-10).



**Figure 20-10**